

CAREER MANAGEMENT
TEXAS ARMY NATIONAL GUARD TITLE 32 AGR
VACANCY ANNOUNCEMENT



Texas Army National Guard
Adjutant General's Department
Post Office Box 5218
Austin, TX 78763-5218

Announcement #

CM 16-035

Opening Date

18 August 2016

Closing Date

16 September 2016

Position Title:
READINESS NCO

Location of Position:
SIG CO HHB 36ID
AUSTIN, TX

MOS:
25W40

Grade:
E7

Open to: **TXARNG AGR ONLY**
25W Preferred, Any MOS may apply

Minimum Grade to apply: E6
Maximum Grade to apply: E7

Must meet all MOS reclassification requirements listed on page 3

REQUIRED DOCUMENTS TO BE SUBMITTED

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

1. **Cover Page** - AGR Vacancy Announcement with Personal Contact Information Listed Below.
2. **Memorandum for Consideration** to the President of the Selection Board
Summarizing your intent, desires, goals, and lists all of your current contact information.
Not to exceed one page, must be typed IAW AR 25-50.
3. ***Military Biography** (Download example/format from <https://tmd.texas.gov/army-agr> click Download Tab 1.)
4. **CERTIFIED copy of ERB** - Certified by Army G1 OPM or Unit S-1. Lines Scores must be included.
5. **DD Form 214s** - Copy Member 4 or Service 2 (indicating SPD Code) or NGB Form 22.
6. **Copy of last five NCOERs.**
Submit a memo to the President of the Board explaining reason(s) for any missing NCOERs.
Memorandum for record must be submitted explaining any unrated time
7. **Individual Medical Readiness (IMR) from MEDPROS.**
PHA – must be within 1 year of announcement opening date.
HIV Testing – must be within 2 years of announcement opening date.
Must be DENTAL Class 1 or 2 – A deployable asset.
If applicable include PERMANENT Profile. Soldier must NOT be on TEMPORARY Profile.
8. **DA Form 705 (APFT).**
Must have successfully completed & passed most recent APFT within 6 months of announcement opening date
Ensure DA 705 states "FOR RECORD GO".
9. ***Current Certified Statement of Height and Weight** from unit commander or authorized representative.
Height and weight must be conducted within 30 days of announcement opening date.
Include DA Form 5500-R or DA Form 5501-R (Body Fat Content Worksheet) if applicable.
10. **Statement of Security Verification (JPAS)** from Unit Security Manager.
11. ***JFTX 32-R** (Police Record Check) Applicant must complete Section I, II, leave #10 blank & section III Blank. (Must be signed and dated)
12. ***TXARNG Title 32 AGR - VA Disability Questionnaire** – Applicant must complete, sign and date.
13. **Letter of Input for President of the Board** – If applicable list any discrepancies or missing items on the Checklist. This item is NOT a requirement.

****Optional documentation that may be submitted is located on the last page of this announcement****

*Indicates downloadable form available at <https://tmd.texas.gov/army-agr>, click "Download" Tab 1.

RANK

NAME

PHONE

EMAIL

FOR NGTX-AGR USE ONLY

Reviewed by: _____

Point of Contact for Application Process:

SSG Benigno Garcia at (512) 782-1244
Email at benigno.garcia.mil@mail.mil

Point of Contact for Board & Position

CW2 Michael at 512-782-4994 or by e-mail at joseph.a.michael.mil@mail.mil.

Consideration Factors

- All applications will receive consideration for this position without regard to race, religion, color, national origin, sex, age, political affiliation or other non-merit factors.
- All applicants must be able to attend appearance board.
A background check will be completed on all applicants.

AGR Position Description**READINESS NCO**

Priorities of work for the Readiness NCO (RNCO) are focused on personnel and supply functions (primarily accountability). They supervises the duties performed by unit's full-time staff, maintain the DA FM 1379 for the unit (My Unit Pay System), and maintain current addresses and telephone numbers on all unit personnel. The RNCO also initiates, track, and manage, Line of Duty investigations, controls outgoing mail to ensure only official mail is processed, updates the unit roster for the mobilization plan monthly, and maintains the admin section of the unit library with a supply of blank administrative forms. The RNCO reviews and submits recommendations for awards, is responsible for pay administration to include Personal Financial Records, bonus programs, and any other pay situation, ensures all related documents are prepared and submitted with the DA FM 1379 and the automated DA 1379 files are accurately transmitted to USPFO. The RNCO ensures the unit bulletin board contains pertinent and up to date data, ensures proper management and maintenance of all unit funds and fund record, serves as the Recorder on the Unit Special Fund Council and is responsible for the appearance of the outside armory and grounds, when not colocated with a higher headquarters. The RNCO is responsible for processing and assisting the command on reviewing all records with emphasis on EPS, assist the 1SG in ensuring all EPS input documentation is completed and sent to the Enlisted Personnel Services section meeting all suspense dates for submission and tracking and advising the Command Team on the status of all NCOERS. The RNCO is responsible for completing all ATRRS applications, AFCOS orders, and DTS Authorizations for soldiers going to school. The RNCO assists the Battalion PSNCO to ensure officer records are also maintained. The RNCO is responsible for scheduling and ensuring the completion of all physical examinations in the unit, assisting the Company Executive Officer in the maintenance of weight control records and processing actions required by the weight control program, and assisting the with JPAS procedures. The RNCO provides assistance and guidance in the preparation for execution of unit training and other mobilization readiness related activities. The RNCO prepares the unit for COMETs at all times and performs all other duties as assigned.

DA PAM 611-21 - Physical demands rating and qualifications for initial award of MOS

b. Physical demands rating and qualifications for initial award of MOS. Telecommunications operations chief must possess the following qualifications:

- (1) Physical demands rating—light.
- (2) A physical profile of 222221.
- (3) Normal color vision.
- (4) Minimum aptitude area score--N/A.
- (5) A security eligibility of SECRET is required for the initial award and to maintain the MOS.
- (6) A U.S. citizen.
- (7) Formal training (completion of CMF 25 Senior Leaders Course conducted under the auspices of the USA Signal School) mandatory or waiver may be granted by Commandant, U.S. Army Signal School, ATTN: ATZH POE, Ft Gordon, GA 30905-5300.

AGR Qualifications

1. **TXARNG Enlisted** membership not to exceed pay grade of **E7**. Selected applicants in pay grade that exceed authorized MTOE assignment of **E7** will take a voluntary reduction in grade prior to assignment.
2. Must be qualified for initial entry into or continued service in the AGR Program IAW AR 135-18, NGR 600-5, AR 40-501, and be capable of performing the duties assigned and implied by grade, MOS and position as prescribed above.
3. Must be able to meet all military education and FTUS requirements in accordance with NGR 600-5, NGR 600-100, NGR 600-101, and current policies/directives.
4. Must be able to attend and successfully complete the appropriate TXARNG and NGB mandated Full Time Unit Support (FTUS) Training Requirement at the Brownwood Training Site and the National Guard Professional Education Center (PEC) within 12 months of assignment. Failure to do so will result in separation.
5. Must not have any unfavorable actions of any kind; must not be flagged, and must not have any temporary or permanent profile that would prevent successful completion of a retention/period physical.
6. Must be a deployable asset.
7. Must attend all Inactive Duty for Training (IDT) and Annual Training (AT) periods and performs duty in the assigned duty MOS.
8. Must have completed Initial Entry Training (IET).

Conditions of Employment

1. **Current on-board AGR applicants are ineligible to apply if within a stabilization period IAW TXARNG 600-5.**
2. **Must possess and maintain at a minimum a SECRET security clearance for consideration of advertised position and continuation in the AGR Program.**
3. Must demonstrate the ability to effectively communicate verbally and in writing.
4. Human Immune Deficiency Virus (HIV) testing for all Soldiers will be accomplished within 24 months prior to initial entry.
5. Must possess a valid state driver's license and be able to become qualified to operate vehicles organic to the unit.

Optional Documents that May be Submitted

1. Copy of any Certificate of Training that is not listed on ERB.
2. Copy of special skill certification or license that is pertinent to the position.
3. Recommendation letters from current or previous employers, commanders, organizations etc.
4. Federal Employee Performance Appraisals or civilian performance evaluation and/or incentive award certificate.
5. Counter Drug, Drug Interdiction, or Law Enforcement performance appraisal.
6. Official DA Photograph.
7. Formal explanation for any discrepancy listed in your official military records. Must be in memorandum format IAW AR 25-50, For the President of the Selection Board. Cannot be for a "bad" NCOER.

Where to Submit the Application

(All applications must be received prior to 1600hrs (CST) on the closing date of announcement)

Applicants must contact AGR Staffing if they are not contacted within five business days after the announcement closing date to verify their packet has been received.

***3 Methods for submitting an application:**

Preferred: EMAIL to: ng.tx.txarng.mbx.agr-staffing@mail.mil. E-mail Subject Line should only contain **Announcement # - Rank, Last Name, First Name (Example: PM 14-XX – SGT Snuffy, Joe)**. Please allow up to 48 business hours following closure of announcement to receive EMAIL confirmation. Soldier(s) may contact AGR Staffing Section at anytime to verify their application has been received and/or to correct any deficiencies prior to announcement closing date. (All documents scanned as one PDF/TIF document preferred).

Hand Delivered: Applications may be **hand delivered** by applicant or on behalf of applicant to the AGR Staffing office located on Camp Mabry Bldg 8 RM C104 by 1600hrs COB. A stamped confirmation will be given. (No binders, staples, or tabs).

Mailed: Address to the Adjutant General of Texas, ATTN: NGTX-AGR (Bldg 8/RM C104), PO Box 5218, Austin, TX 78763-5218. Express Mail: 2200 W 35th ST, Austin, TX 78703-1222. Application must be received and stamped in by 1600 hrs on closing date. ***Note:** Mailing your application through Overnight delivery a day prior to the closing date is not a guarantee it will be received before applications are sent to the unit for board proceedings* An email confirmation will be sent once application is received. (No binders, staples, or tabs). Applicants will not submit an AGR application using Military Postage IAW NGR 600-5 and AR 135-18.